Weekly - Petty cash /expense card statement.

Name	Zakir	Statement date	17.07.2020
Prepared by	Vijitha	Sign	
From period	20.06.2020	To period	17.07.2020

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MRMLLP	AGH	Sri lakshmi ganesh tyres (Purvhase of tubes)	200	Y N	Y N
2.	MRMLLP	AGH	Sri srinivasa iron & mill stores (Purchase of 50mmbombay nails)	210	Y N	Y N
3.	MRMLLP	AGH	Sri srinivasa iron & mill stores (Purchase of 63mm bombay nails)	210	Y N	Y N
4.	MRMLLP	AGH	Shiva shivani traders (Purchase of hinges)	724	Y N	Y N
5.	MRMLLP	AGH	Sanjeevani medical stores (Purchase of Sanitizer)	100	Y N	Y N
6.	MRMLLP	AGH	TSSPDCL (Electricity bill paid)	35458	Y N	Y N
7.	MRMLLP	AGH	Right way cable & broad brand communications (Wifi bill paid)	2000	Y N	Y N
8.	Total			**38902/-**		

Amount to be credited by	Transfer to Happay card, Other	Transfer to expense card,	Cash reimbursement,	Transfer to personal a/c.
Approved by:	Project Manager	Accountant	Accounts Manager	MD
Sign:				
Date:				

Certified by
Asst. Project Manager/Engineer

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on recipted of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received withhold further payment and salary. 5. Employee must maintain photocopy of all bills/vouchers for 3 months. 6. Division manager and accounts manager approval required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week